

Schedule 59

County/City Lottery

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

**REQUEST FOR APPROVAL OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA	SCHEDULE NUMBER
	59
	AGENCY, BOARD OR COMMISSION
	COUNTY/CITY LOTTERY RECORDS
	DIVISION, BUREAU OR OTHER UNIT
	Supersedes Item 28-7-4 - City Treasurers Gaming Records, Edition of February 29, 1992

PART I -- AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.	
SIGNATURE *	<i>James A. Bogatz</i>
TITLE	ADMINISTRATOR - CHARITABLE GAMING DIV.
DATE	11-19-97

PART II -- ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.	
SIGNATURE *	<i>Andrea I. Faling</i>
STATE ARCHIVIST	DATE Dec-1, 1997

PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.	
SIGNATURE *	<i>[Signature]</i>
ADMINISTRATOR	DATE 12-5-97

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of records, regardless of the media on which they reside. Local Agencies General Records Schedule #24 contains those records common to most local government agencies. This schedule, along with the unique schedule written specifically for records unique to your office, approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over General Records Schedule #24 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a **Records Disposition Report** for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. This report establishes that the destruction was done in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in the Records Management Division to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each local government entity to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact a Records Management Consultant in the Records Management Division. We will help you with any questions the schedule may present.

Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559

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SCHEDULE NO. 59 - COUNTY/CITY LOTTERY RECORDS

59-1 BALL DRAW TICKETS

A draw ticket is a ticket on which the numbers randomly selected are marked or recorded as such numbers are selected and called.

Dispose of after 3 years, provided audit has been completed.¹

59-2 COMPUTERIZED KENO SYSTEM INFORMATION

Including, but not limited to, ticket information (date, ticket sequence number, conditioning of the ticket, writer station number, game number, and amount of wager), payout information, game information (game number, ball draw, and time), and system exception information (including voids, late pays, etc.). Hard copy or electronic media acceptable.

Dispose of after 3 years, provided audit has been completed.¹

59-3 DAILY GAME SUMMARY REPORTS

Including, but not limited to, daily shift report, win and write by either individual writer or writer station for each shift or for each game during the shift. Hard copy or electronic media acceptable.

Dispose of after 3 years, provided audit has been completed.¹

59-4 KENO WIN, WRITE, AND WIN-TO-WRITE HOLD PERCENTAGE

Including, but not limited to, Keno hold percentages for each shift, each day, month-to-date, and year-to-date.

Dispose of after 3 years, provided audit has been completed.¹

59-5 KEY LOG CONTROL

A written record of key access to the keno area.

Dispose of after 3 years, provided audit has been completed.¹

59-6 LOGIC BOARD ACCESS RECORD

Written record of all access to the logic board area of the computerized keno system.

Dispose of after 3 years, provided audit has been completed.¹

59-7 MANUAL REPORT OR EXCEPTION LOG

Documents any payments made on tickets which have not been authorized by the computerized keno system.

Dispose of after 3 years, provided audit has been completed.¹

59-8 MISCELLANEOUS KENO RECORDS

Including, but not limited to, records relating to shift check out, keno writer drawer fills, keno manager bank fills, cash summary reports and turn-in slips, bank deposits, etc.

Dispose of after 3 years, provided audit has been completed.¹

59-9 NEBRASKA TAX RETURN (FORM 51) AND COUNTY/CITY LOTTERY ACTIVITY REPORT (NEBRASKA SCHEDULE IV)

Lottery tax return and quarterly report of lottery gross proceeds, prizes awarded, allowable expenses, and distribution of funds for community betterment purposes.

Dispose of 3 years after the date the tax return and activity report were originally filed.

59-10 NONROUTINE MAINTENANCE RECORD

Record of all nonroutine maintenance performed by the manufacturer's service personnel or other personnel authorized by the manufacturer including equipment malfunctions and irregularities. Nonroutine maintenance includes software updates or modifications, removal or replacement of PROMS or EPROMS, removal or replacement of logic boards, and any other maintenance of a technical nature.

Dispose of after 3 years, provided audit has been completed.¹

59-11 OUTSIDE COPIES OF NET WINNING TICKETS OF \$1,500.00 OR MORE WITH PAY TICKETS AND INSIDE TICKETS

An outside ticket is the computer-generated ticket which contains the game number, date, dollar amount of wager, the numbers chosen by the player, ticket sequence number, writer station number, etc. An inside ticket is the ticket completed by the player and given to the keno writer in order to make a wager.

INSIDE TICKETS: May be disposed of at discretion of sponsoring County, City or Village.

OUTSIDE COPIES OF NET WINNING TICKETS OF \$1,500.00 OR MORE WITH PAY TICKETS: Dispose of after 3 years, provided audit has been completed.¹

59-12 PRIZE PAY TABLE CHANGE RECORDS

Manual or computerized record of changes to prize pay tables.

Dispose of after 3 years, provided audit has been completed.¹

59-13 TRANSACTION LOG

Reflects all system access, ticket processing, game results, and pay information. Hard copy or electronic media acceptable.

Dispose of after 3 years, provided audit has been completed.¹

59-14 VIDEO TAPES OF BALL DRAW NUMBER SELECTION

Dispose of or reuse after audit has been completed.¹

59-15 VOID TICKETS WITH OUTSIDE TICKETS ATTACHED

Dispose of after 3 years, provided audit has been completed.¹

NOTE

1. These records may be disposed of after the required retention period, provided the audit has been completed with the audit report released and all related audit comments resolved. For the purposes of this retention schedule, audit refers to the required compliance audit conducted by an independent certified public accountant pursuant to the **Agreed-Upon Procedures and Annual Examination For Counties, Cities, and Villages** adopted by the Nebraska Department of Revenue.

County/City Lottery records related to the payment of any winning tickets may be subject to retention periods that are longer than those specified in this retention schedule. Check with the Internal Revenue Service, Excise Tax Division, before disposing of any records related to the payment of any winning tickets.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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**SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY
FOR YOUR RECORDS.**

VOLUME ESTIMATING GUIDE

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal size	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load	50 cubic feet